

**STATE OF ALABAMA
BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

**APPLICATION
FOR
PROFESSIONAL ENGINEER LICENSURE**

Board Use Only

File No. _____

Date _____

Lic. No. _____

Date _____

Important - All information **must be typed** and all questions must be answered. **Copies of the application cannot be accepted.** The application, instructions and associated forms can be completed and/or printed from our web site - www.bels.alabama.gov

Exam applicants - The application, \$25 application fee, all references, experience verification forms, transcripts and verifications of the fundamentals of engineering exam from another jurisdiction **must be received by January 15 for the April exam or July 1 for the October exam.**

Comity Applicants - Your \$50 application and licensure fee must accompany this application form. If you hold a NCEES record, complete questions 1-15, 20 and 22-23.

1. Full Legal Name _____ Mr _____ Ms _____

2. Addresses (furnish both addresses and indicate preferred mailing address with an "X" in the appropriate box)

☐ Residence: _____ (_____) _____ Telephone No. _____

☐ Firm Name: _____ (_____) _____ Telephone No. _____

Firm Address: _____

Email Address: _____

3. Date of birth ____/____/____ 4. Social Security No. ____ - ____ - ____

5. I am applying for licensure by ☐ Comity (skip to Question 6) ☐ Exam (complete Questions 5, 6 & skip to Ques. 10)

Indicate below: the discipline, date of exam for which you are applying (see Dates and Deadlines on web page) and the preferred exam center. List the State where you passed the FE (Engineer Intern) exam under Question 6.

Discipline _____ Date of exam _____ ☐ Birmingham ☐ Mobile

Will you require special assistance or accommodations to take the examination due to a disability? ☐ Yes ☐ No

6. Indicate Alabama or other jurisdictions where you passed the FE and/or PE exam(s) - see page 2 of the instructions

FE: State _____ Exam date: _____ EI No. _____

PE: State _____ Exam date: _____ PE No. _____

7. State of first PE Licensure _____ Date _____ Current to ____/____/____

8. Other States in which you are licensed _____

9. Do you hold a current NCEES Record? _____ Contact NCEES to have your record sent

(Affirmative answers to questions 10-15 must be explained under Question 20)

10. Has your name changed since birth? ☐ Yes ☐ No
11. Have you previously filed a PE or PLS application with this Board? ☐ Yes ☐ No
12. Have you ever been denied licensure in any State or Territory? ☐ Yes ☐ No
13. Have you ever been disciplined by another State Board? ☐ Yes ☐ No
14. Do you have charges pending against you by another State Board? ☐ Yes ☐ No
15. Have you ever been charged with, convicted of, entered a plea of guilty or nolo contendere under the First Offender Act for any felony, misdemeanor or any offense other than a minor traffic violation (DWI and DUI are not minor traffic violations) whether related to the practice of engineering or not? ☐ Yes ☐ No

16. Undergraduate/Graduate Record - List all colleges or universities in the order you attended
Transcripts are required of all applicants

University and Location	No. of Years Attended	Entrance Date	Leaving Date	Degree & Curriculum Obtained	Board Use Only

You must contact the University and have your transcripts showing your engineering, engineering technology or related science degree sent directly to the Board Office from the University - we do not have a form for this request.

If you are certified as an Engineer Intern in Alabama, your transcript should be on file, unless an additional degree has been obtained.

If your BS degree is from a foreign country, see page 3 of the instruction booklet.

17. Experience Record (Read Instructions Carefully Before Completing This Section)

Engagement Number	Date From (mo & yr) To (mo & yr)	All time must be accounted for, including military time, illness, unemployment, etc. List engagements in chronological order. Engagement 1 should be your work experience after college whether or not it was engineering experience. For each engagement, list experience in the following format: (1) Title of Position (2) Name of Firm and City and State where employed (3) Description of experience (one line is not sufficient) detailing , in first person, the work you personally performed in design, study, review, testing or other tasks which required your engineering skills. This work should be progressive. Do not list projects. If an engagement was part time work, indicate part time and the number of hours you worked per week. Experience must be started on the application form first. If you need to use additional pages, please number accordingly. Experience cannot be anticipated. You must have the required experience when the application is submitted. You must send a verification (V-1) form to your PE supervisor or associate for each engineering engagement listed below that can be verified. Experience must be verified by a PE associate even if you are self employed.	Non Engineering Experience	Engineering Experience
			List Number of Months	List Number of Months
(Total Engineering Time may not exceed Total Calendar Time)			Total Months	

17. Continuation of Experience Record

Name _____

Engagement Number	Date From (mo & yr) To (mo & yr)	For each engagement, list experience in the following format: (1) Title of Position (2) Name of Firm and City and State where employed (3) Description of experience (one line is not sufficient) detailing, in first person, the work you personally performed in design, study, review, testing or other tasks which required your engineering skills. This work should be progressive. Do not list projects.	Non Engineering Experience List Number of Months	Engineering Experience List Number of Months
(Total Engineering Time may not exceed Total Calendar Time)			Total Months	

- 18. Verification of Engineering Experience - A Verification (V-1) form must be sent to those listed below**
List only your engineering engagements from Question 17 (experience record) that can be verified by a PE and send a verification (V-1) form to each person listed below. **Engagement Number and Company name of Employer should correspond with Experience Record.** If engagement cannot be verified, do not list in this section but explain under 21. Your PE supervisor or associate must have been licensed prior to the time being verified.

Engagement Number	Company Name of Employer	Name of PE Endorser	PE Supervisor	PE Associate	Endorser's State of PE Licensure	Your Months Engineering Experience	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
_____	_____	_____	_____	_____	_____	_____	
(duplicate this section if necessary and attach)						Total Engineering Experience Verified	<input type="text"/>

- 19. References - A Reference (R-1) form must be sent to those listed below**
List names and addresses of five references who have personal knowledge of your character and professional reputation. Three of your five references must be licensed Professional Engineers who have personal knowledge of your engineering experience. You may use your PE supervisors.

Name	Address	State of PE Licensure
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Do Not Write
in this column

For
Board Use
Only

NOTE TO APPLICANT: It is your responsibility to see that the experience verification forms and the reference forms are returned directly to the Board Office. This application cannot be considered until all transcripts, experience verification forms, reference forms and verification of any exams are returned. This office will not be responsible for the delay of any information pertaining to your application caused by the mail service or by your respondents.

21. Explanation for Question 18 Verification of Experience - **(Why experience cannot be verified)**
List engagement number and explanation

22. **RULES OF PROFESSIONAL CONDUCT** (Code of Ethics) - Excerpts from the Rules of Professional Conduct as set forth in their entirety in Rule 330-X-14, Administrative Code.

- Canon I The Engineer and/or Land Surveyor shall exercise independent judgements, decisions and practices on behalf of clients and employers.
- Canon II The Engineer and/or Land Surveyor shall act competently and use proper care in performing engineering and/or land surveying services for clients or employers and shall act only in fields in which qualified by education and experience.
- Canon III The Engineer and/or Land Surveyor shall safeguard and preserve the confidences and private information of clients and employers.
- Canon IV The Engineer and/or Land Surveyor shall endeavor to build a practice and professional reputation on the merit of services.
- Canon V The Engineer and/or Land Surveyor shall contribute to the maintenance, integrity, independence and competency of the engineering and/or land surveying profession.

23. **AFFIDAVIT CERTIFICATION, AUTHORIZATION AND RELEASE**

State of _____

County of _____

_____, being
(Applicant's Name)

first duly sworn, deposes and says:

I, the applicant named in this application, have read the contents hereof, and to the best of my knowledge and belief the statements contained in this application are true in substance and effect and are made in good faith and I hereby subscribe to and agree to conform with the Rules of Professional Conduct set forth in the Administrative Code, Rule 330-X-14. In accordance with Administrative Code Section 330-X-3-.01(5) withholding information, misrepresentation, or untrue statements will be cause for denial of application. The Code of Alabama 1975, Section 34-11-11(a)(1) states that the Board shall have the power to take disciplinary action against any licensee, engineer intern, land surveyor intern or firm for the practice of fraud or deceit in obtaining a certificate.

I also hereby authorize any individual, company or institution with whom I have been associated to furnish the Alabama State Board of Licensure for Professional Engineers and Land Surveyors with any information concerning my qualification for professional licensure in Alabama which they have on record or otherwise, and do hereby release the individual company or institution and all individuals connected therewith from all liability for any damage whatsoever incurred by me as a result of their furnishing such information. The Alabama Child Support Reform Act of 1997 requires you to provide your social security number for the purpose of administering the State child support program.

(SEAL) Subscribed and sworn to before me this _____ day of _____, _____ (Signature of Applicant)

My Commission expires _____ (Signature of Notary Public)

24. **Record of Board (Board Use Only)**

Board Action: _____

Exam Offerings-Grades _____